

28 February 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending
28 February 1975

1. Quality of Recruits: [REDACTED] recruitment staff has informed us of an interesting applicant who has been in touch with her and is scheduled for an interview this week. The applicant

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[REDACTED]
reported her qualifications to OSI and they have expressed interest and will interview her on arrival. This is cited as an example of the quality of applicant that is applying to CIA currently.

2. Summer Intern Processing: Of the 63 Summer Interns accepted for employment, 41 are in process. Six more have returned Part II of the Applicant Qualifications Statement and will be placed in process within a week. The 16 who have not returned Part II are being contacted and urged to return the form immediately.

3. New Intern Possibility: A discussion was held with OMS about the possibility of employing Summer Interns beginning in 1976. They appear interested and will probably start with a psychologist in the Research Branch of the Psychological Services Staff.

4. Co-op Newsletter: The first issue of an experimental Co-op newsletter was distributed to Co-ops and their offices on 26 February.

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6. Hire the Handicapped Program: [REDACTED] and [REDACTED] of Staff Personnel Division met with Mr. John Fales, Blind Veterans' Association, and Mr. Paul Liniak, Telesensory Systems, Inc., for a briefing on and demonstration of an OPTACON (reading systems for the blind). The presentation was well done and the system, which translates printed material into tactile sensations via a camera, was said to be impressive. Since this was meant to be a fact-gathering session for possible future use, no further action is planned at the moment.

7. Outside Job Opportunities: In the past two weeks, our External Employment Assistance Branch has noted a significant increase in the number of calls from companies offering vacancies. While this may represent some sympathy on the part of some business houses toward the Agency, in light of adverse publicity, we need to have a better feel than we have now to make a judgment and, as time goes on, we will.

8. Position Management:

a. The survey of the Office of Logistics, Supply Division was started this week.

b. Work category definitions and guide charts have been completed for evaluation of OC Officer-in-Charge positions in small field stations of the Office of Communications. Meetings are being held with OC operating officials in connection with the review of functional programs for some [REDACTED] which will be covered in our survey.

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9. ADP Conversion: In ADP conversion activities, a meeting was held with an auditor of the Audit Staff to discuss problems about the STAFFING System and to provide information and material for his review. The testing of the Average Grade Menu and processing of average grade by the STAFFING System was completed.

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11. Educational Aid Fund: To date we have received 13 Educational Aid Fund applications. Approximately 100 application forms have been passed out.

12. Health Insurance: On 20 February 1975, [REDACTED] Chief, Benefits and Services Division, and [REDACTED] Chief, Insurance Branch, met with Mr. William P. Gullledge, Assistant to Chief, Legislative and Policy Division, Bureau of Retirement, Insurance and Occupational Health, Civil Service Commission, to discuss the Commission's proposed guidelines for review of disputed claims for payment or service by a health benefits plan. 25X1A

13. NPIC's Interest in Supervisory Training: [REDACTED] of Staff Personnel Division participated in a meeting at NPIC concerned with the possible establishment of an NPIC supervisors' training course. The purpose of the meeting was to generate ideas about the topics to be covered, the format and the duration of the course. The idea of the supervisory training course was brought about by the concern of the Director, NPIC that line supervisors needed to have a better grasp of administrative matters, particularly those personnel matters of a technical nature. 25X1A

14. Rehired Annuitants: During the week I approved the following rehired annuitant case for the Directorate of Administration:

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[REDACTED] Office of Security --
[REDACTED] ment Program --
[REDACTED] -- Independent Contractor --
one-year extension.

15. Suggestion Award Regulation: The new [REDACTED] Suggestion, Invention, Special Achievement, and Exceptional Accomplishment Awards, has now been distributed to Agency components. Features of the new regulation are the addition of the Special Achievement and Exceptional Accomplishment Awards into our recognition system and an increased award approval delegation to the DDA and the Suggestion and Achievement Awards Committee. 25X1A

16. Suggestion Award to NSA Employee: While on temporary duty with the Office of Training, [REDACTED] an employee of the National Security Agency, submitted a suggestion which resulted in a \$300 Suggestion Award. This award is to be presented at a ceremony at NSA Headquarters on 17 March 1975 at 11:00 a.m. The Director of NSA, Lieutenant General Allen, will preside at the ceremony and will introduce the Director of Training who will present the award. 25X1A

17. GEHA Directors Hold First Meeting of Year: The GEHA Board of Directors met on 24 February. They elected the Board Chairman and corporate officers for the coming year and appointed an Investment Committee to oversee the investment of GEHA funds.

Coming Events

1. The Associate Co-op Coordinator will interview Co-ops at Virginia Polytechnic Institute on 5 March. He will be joined by one of the OEL Division Chiefs.
2. The EAA Annual Meeting will be held in the Headquarters Auditorium on 17 March 1975 at 10:00 a.m.
3. We plan to complete the APP mid-fiscal year review and the FY 1975 PDP consolidation and review.
4. Complete report to the Director of PASG implementation.



F. W. M. Janney
Director of Personnel

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